

Idaho School for the Deaf and the Blind

Policies and Procedures

Section: 1100

Subsection: Phone Usage

Revised Sept 05

Reference:

Purpose:

This policy outlines the use of ISDB land line and cellular phones at work and the personal use of business cell phones and the safe use of cell phones by employees while driving.

Policy:

ISDB issued phones are to be used primarily for school business and emergency communications. It is extremely important that personal calls do not interfere with the classroom function of the school or the performance of the employee.

Procedure:

Land Line Phones:

1. Local and personal credit card telephone calls may be made by ISDB employees during assigned breaks in the Teacher's Lounge or the hall pay phone. Do not use Administrative Team member's phones for personal calls. Administrative Team member's desk phones should only be used for personal calls in the event of an emergency.
2. Incoming personal phone calls should be of short duration and should never occur on a regular basis. The following procedures will be followed:
 - a. For instructional staff, Administrative Team members will put a note in the staff member's mailbox or send an e-mail informing them of the call. No employee will be called to away from work for a personal call unless it is an actual emergency.
 - b. For non-instructional staff, Administrative Team members will transfer calls to the person's extension. Employees with a direct line and voice mail are responsible for maintenance of voice mail boxes and to whom they give their direct dial number.
 - c. Administrative Team members will not try to physically locate staff for personal phone calls unless it is an actual emergency.
3. Administrative Team members are instructed to inquire about who is calling and the nature of the call when answering the phones and to treat personal calls according to the guidance in paragraph two above.
4. All ISDB Team members should answer outside calls by saying "Idaho School for the Deaf and the Blind, (their name) speaking." This projects a professional impression of ISDB and lets the caller know to whom they are speaking.

Personal Cellular Phones:

While at work, employees are asked to silence their personal cell phones. Personal calls during the workday interfere with job performance and are distracting to others. While encouraging limiting personal calls to breaks and lunch periods, we do recognize that emergencies do sometimes require an employee's immediate attention. Under no circumstances, however, will ISDB be held liable for the loss of personal cell phones brought to the work place.

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Personal use of ISDB provided cell phones:

ISDB exercises the discretion of issuing business cell phones to any employee for work related communications. No employee is automatically entitled to a business cell phone. Employees in possession of any ISDB issued equipment are expected to protect it from loss, damage or theft at all times. Cell phones will be returned immediately upon termination of employment. Any employee may be asked to produce the phone for return, replacement, or inspection, at any time and without advance notice.

Safety issues for cell phone use:

All employees while conducting state business or on state time who use a cell phones while driving in a state vehicle are expected to safely pull off to the side of the road and stop the vehicle before placing or accepting a cell phone call. Under no circumstances are employees to place themselves or state vehicle at risk to answer a cell phone call.

In addition to the safety concerns above, employees that are transporting students by bus or van are prohibited to answer incoming calls or to make out going calls on a cell phone. If an incoming call requires answering, the school bus monitor will answer the call and take a message. This includes the use of ear pieces or other forms of hands free operations. The only appropriate use of a cell phone on the bus is when parked (stationary) and off of the roadway.

Revised/Approved – Sept 2005

Harvey W. Lyter III, Interim Superintendent